

~~CONFIDENTIAL~~

3668

19 May 1950

25X1A9a

MEMORANDUM FOR THE MANAGEMENT OFFICER, CIA

Attn: Mr. [REDACTED]

SUBJECT: Management Survey - IID/OSO

1. Confirming our recent conversation, it is requested that the Management Officer arrange at the earliest practicable date for a Management survey of the Intelligence Integration Division, OSO. With a view to expediting such a survey, it is suggested, as discussed with you, that some thought now be given to the type of statistics, data, work loads, or other types of material desired by your office and necessary to the early completion of such a survey. If the requirements can be determined at this time, it is proposed that they be made known to the Chief, IID, at the earliest practicable date in order that he and his staff can proceed to gather such data.

2. It is further recommended, incident to such a survey, that consideration again be given to the possibility of machine adaptation in IID. If necessary, it is agreeable that outside machine experts be called in for consultation, subject to security clearances and the usual security standards of CIA. The above proposals are considered to be of a priority nature at this time, since IID is now rapidly approaching the second phase of its activity in the integration of all OSO files, dossiers, and indices into a central index system. IID is now servicing four major divisions of OSO under its currently planned central index concept. At the rate of its present integration of such material, the present flow of work will have to be curtailed unless additional personnel is granted as a result of the Management survey, or through the adaptation of machine operations the work load is cut down.

3. The Chief, IID, and the undersigned will be available for further planning of this program at your earliest convenience. I also want to thank you for the past interest and the excellent cooperation that has been shown to this Office in connection with this program and to assure you that we are mutually concerned in a desire to implement such a program fully, with the required minimum of personnel.

FOR THE ASSISTANT DIRECTOR FOR SPECIAL OPERATIONS:

Document No. 15NO CHANGE in Class. ☒☐ DECLASSIFIED

Class. CHANGED TO: TS S C

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1508

Date: 22 03 78 By: 025[REDACTED]  
Executive Officer

25X1A9a

MAY 22 1950

~~CONFIDENTIAL~~